



**POLICY & PROCEDURES REVIEW COMMITTEE
MEETING MINUTES
for
June 22, 2005, 3:00 – 4:00 P.M.
Council Chamber Boardroom
City Hall**

1. Roll Call

Present: Jim Ward, Jack Brewer, Bill Howe, Mike Gardner, Bob Garcia

Absent:

Staff: Pedro Payne, Jenna McAlmond, Bill Howe

2. Approval of Minutes

MOTION: To approve minutes of the May 25, 2005 meeting

M/S/C: Ward/Garcia/Carried

3. Public Comment

Mary Shelton spoke to the committee on the issue of audio recording. Why are there so many cases of Officer Involved Shootings without the audio recordings.

4. RPD Policies & Procedures

A. Policy 5.3.E.2.d

- Commissioner Garcia distributed a memo for his recommended changes to the policy. The question was raised as to what information the booking form asks for as far as an alternate contact.
- The Committee asked to carry this item until next month. Staff was asked to make revisions and to the memo and to have a booking form for reference at the next meeting.

The Committee asked to re-visit Policy 4.8 for next month. The Committee also asked to review Policy 4.12, Complaint Investigations, or the policy dealing with interviewing as many witnesses as possible.

Commissioner Ward discussed problems with several OID cases that included policies that he would like to discuss. Executive Director Payne recommended that Commissioner Ward identify the cases and policies and Staff would review and prepare for a discussion to take place in August.

4. CPRC Policies, Procedures, & By-Laws

A. Revision of CPRC By-laws

- Commissioner Brewer distributed his recommended change to Section 4 dealing with the closed session for 2nd Wednesdays.
- Chairman Gardner raised the issue of changing the word "sole" to "primary."

MOTION: To take this recommendation to the full Commission in July.

M/S/C: Garcia/Ward/Carried

Chairman Gardner asked that the Committee clarify the procedures for changing the By-Laws.

Mary Shelton asked if CPRC had a written policy for CPRC independent investigation of officer-involved shootings. If there is not one in place, she recommended creating one. She said this would help the community understand the role of CPRC in the investigation process. The Committee asked that staff locate the policy or guideline and possibly re-visit.

The Committee adjourned at 3:35 P.M.

Recorded and Submitted by

Prepared and Finalized by

Jenna McAlmond
Sr. Admin. Analyst

Phoebe Sherron
Sr. Office Specialist